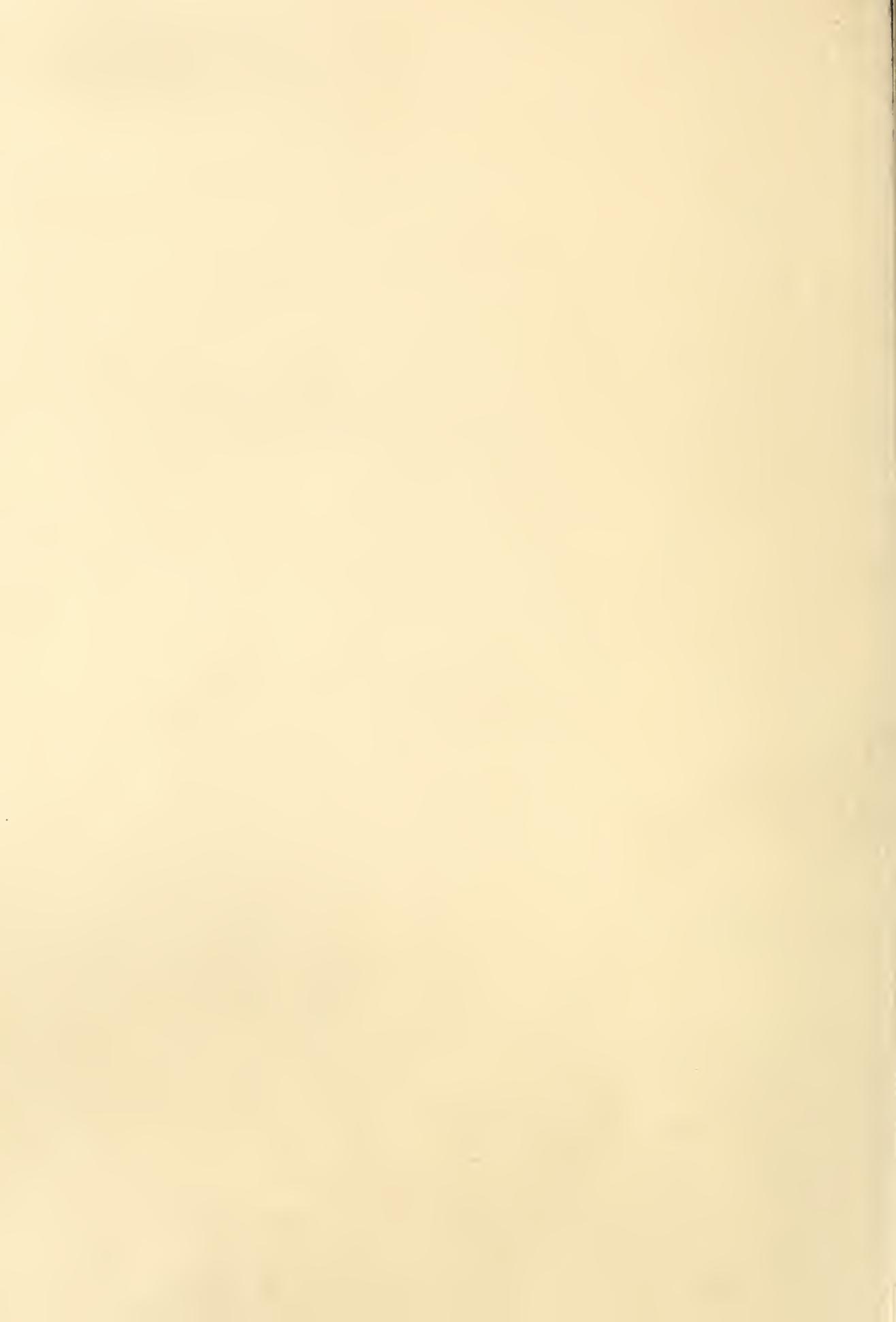


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WAR FOOD ADMINISTRATION  
COMMODITY CREDIT CORPORATION  
OFFICE OF SUPPLY  
WASHINGTON 25, D. C.

SHIPPING AND STORAGE BRANCH MEMORANDUM NUMBER 10.1

Orders for Services

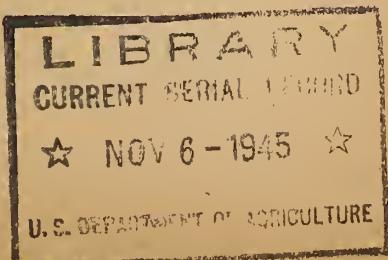
I General

- A. This memorandum supersedes Shipping and Storage Branch Administrative Notice No. 8, dated December 16, 1944, entitled "Distribution of Copies - Orders for Services".
- B. This memorandum is based on Director's Memorandum No. 15, Supplement 13, dated November 23, 1944, entitled "Use and Authority for Issuance for Orders for Services" and Procurement Memorandum No. 8, Supplement 3, dated December 27, 1944, on the subject "Orders for Services Symbols". Copies of these memoranda have been distributed to procedure manual holders in Washington and field offices of the Shipping and Storage Branch.

II Preparing Orders for Services, Form CCC-155

- A. Form CCC-155 (formerly FDA-1 - revised 11/18/44) is made up in six copies with carbon inserted. All six copies will be prepared and the information indicated below inserted in the appropriate spaces.
  1. Contracting Agency - insert WFA-CCC-OS and the S&S office address preparing the Order for Services.
  2. To - insert the name and address of the Contractor.
  3. Appropriation No. - insert the appropriation number for the program of ownership of the commodity being serviced.
  4. O.S. or Contract No. - insert the order for services or contract number assigned and make sure that the letter used to identify the program chargeable is correct. (See Procurement Memorandum No. 8, Supplement 13.)

Distribution Code "A"



5. Commodity Code No. - insert the correct commodity code number for the commodity being serviced. In case it is impossible to determine the correct code number, insert the commodity.
6. Program No. - insert the program symbols, such as GCP for the General Commodities Program.
7. Date - insert the date the orders for services are issued.
8. Time of Performance - insert the on or before date the Contractor is supposed to complete the service.
9. Services to be Performed at - insert the address at which the service is to be performed.
10. Description of Services - insert a complete description of the services and materials, including the nature of service, unit, cost per unit, and number of units.
11. Signature of Issuing Officer and Title of Issuing Officer - see Paragraph IV, Subparagraphs A and C, below.
12. Signature of Approving Officer and Title of Approving Officer - see Paragraph IV, Subparagraphs B and D, below.
13. Brief justification of use for Orders for Services rather than standard contract - (for office use only - omit on Contractor's copies) insert a brief statement as to why the Order for Services is being used, such as, "one time service," etc.

### III Assigning Orders for Services and Contract Numbers

- A. Director's Memorandum No. 15, Supplement 13, provides for the use of contract numbers where the value of the Orders for Services exceeds \$2,000 and for the use of Orders for Services numbers where the cost of service does not exceed \$2,000.
- B. In some instances, where the value of services may not be ascertained prior to the issuance of Orders for Services, a contract number will be assigned to the Orders for Services. The Office of the Treasurer (formerly Finance Division) will accept contract numbers on Orders for Services regardless of the value of the services performed.

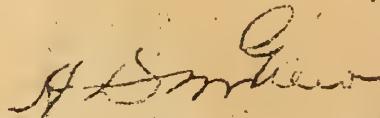
IV Signature of Issuing and Approving Officers

- A. Those employees of Shipping and Storage who have been delegated authority to serve as Contracting Officers of the Commodity Credit Corporation are authorized to sign Orders for Services as the Issuing Officer. When the value of services exceeds \$300, Orders for Services must also be signed by an Approving Officer, unless the Issuing Officer has been delegated administrative authority to sign Orders for Services in excess of \$300.
- B. The Approving Officer has administrative authority, as outlined in Director's Memorandum No. 15, Supplement 13, paragraph II, subparagraph B, to approve Orders for Services where cost of services exceeds \$300, or, is an employee in the Branch who has been specifically delegated such authority by the Branch Chief or the Vice President, Commodity Credit Corporation.
- C. The title for Issuing Officers shall be Contracting Officer, Commodity Credit Corporation. This title will be typed in the appropriate space on the Orders for Services issued.
- D. The title for Approving Officers, when necessary, shall be typed in the appropriate space on the Orders for Services and will be the approving officers functional title, such as, Assistant Chief, Shipping and Storage Branch.
  - 1. When an order for services in excess of \$300 is approved by telegram by an approving officer, the Issuing Officer will be responsible for preparing five copies of the telegram and attaching a copy to each copy of the Order for Services, except the third (voucher review) copy. The incoming telegram will be attached to the third copy of the Order for Services.
- E. Issuing and Approving Officers should use an indelible pencil to sign Orders for Services so that the signatures will appear on all copies except the sixth or Contractors' unsigned copy.

V Distribution of Copies for Orders for Services

- A. Orders for Services will be made up in six copies, which will be distributed as follows:
  - 1. Original - to be sent to the Office of the Treasurer-CCC (formerly Finance Division), South Agriculture Building, Washington 25, D. C.
  - 2. Second copy - to be sent to Program Accounting-CCC 150 Broadway, New York 7, New York

3. Third copy - to be sent to Voucher Review, CCC, Regional Office covering the region of preparation.
4. Fourth copy - Branch file copy is to be kept in the office preparing the Orders for Services.
5. Fifth copy - Contractor's executed copy is to be sent to the Contractor.
6. Sixth copy - Contractor's unsigned copy is to be sent to the Contractor. The contractor must attach the unsigned copy to his voucher to facilitate payment.



Chief, Shipping and Storage Branch

Distribution Code "A"  
May 16, 1945